

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**December 28, 2006**

**5 Page Document**

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<b>TITLE:</b>	Family Planning Health Educator
<b>POSITION NO:</b>	04914
<b>LOCATION:</b>	Public Health & Safety Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	15
<b>STARTING SALARY:</b>	\$33,460 - \$40,705 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, January 26, 2007.** For further information visit the DPHHS website: [www.dphhs.mt.gov](http://www.dphhs.mt.gov)

**SPECIAL INFORMATION:** A resume is required at time of application. This position requires the ability to deal with all points of view with sensitivity and diplomacy while promoting the goals of the program. It also requires the ability to justify and defend controversial policies and programs to the Department and the public.

**TYPICAL DUTIES:** This position provides professional direction, consultation and evaluation of educational efforts regarding reproductive and preventive health services in Title X Family Planning programs in Montana. This position consults with and provides technical assistance to a wide range of health professionals in a variety of organizations (county health departments, Planned Parenthood, private non-profit agencies). The position participates in planning, coordinating, monitoring, conducting training needs assessments and evaluating Title X Family Planning Programs in accordance with the Federal Title X regulations.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of the theories, principles and practices of health education and reproductive health education; principles of data collection; research techniques; grant

writing; program planning and evaluation; organization and administration of community health programs and services; methods and techniques of disseminating health information; women's and men's health; human sexuality; reproductive and family planning philosophy; health promotion techniques; and patient education and counseling in a family planning setting.

Skills: Skill in the use of personal computer including word processing, spreadsheet and e-mail applications.

Abilities: Ability to work with diverse public/private/community based agencies and with individuals and groups not supportive of reproductive health family planning philosophy; communicate, both verbally and in writing; interpret federal regulations and apply to state policy development and activities; plan, organize, implement and evaluate administrative and fiscal management activities; self-initiate, work independently and establish priorities with minimal supervision; and establish and maintain effective relationships with local family planning staff, state and federal agencies, county officials and the general public.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Public Health, Health Education, or related field **AND** four years of experience in reproductive health and family planning **OR** Master's degree in Public Health, Health Education, or related field **AND** two years of experience in reproductive health and family planning. Equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604 OR if unforeseen circumstances arise, transcripts due prior to interview;**
4. Resume is due at time of application; and
5. Supplemental questions

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employee's retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Family Planning Health Educator  
Position: #04914  
Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. This position works in health education for reproductive health, family planning and teen pregnancy prevention. Please describe your education and experience that prepared you for these responsibilities.
2. Describe your experience providing technical assistance and consultation to statewide programs or local agencies. Describe how your assistance benefited the needs of local program(s).